

draft revisions as proposed



# GOVERNOR'S ADVISORY COUNCIL ON AGING

## By-Laws

Approved with Amendments July 10, 2015

I. NAME:

The Governor's Advisory Council on Aging

II. AUTHORITY:

The Governor's Advisory Council on Aging is a special purpose Council authorized under Laws 1980, Chapter 150, and covered by A.R.S. §§ 46-183, 46-184, Chapter 6, Laws 2010 and provisions of the Older Americans Act of 1965, P.L. 89-73, 87 STAT. 30, 42 U.S.C. 3001 et seq. and C.F.R. 1321.47 (as amended) promulgated pursuant to the Act.

Arizona has also designated the Governor's Advisory Council on Aging as its State Advisory Council on Aging, as set forth in the federal Older Americans Act of 1965, as amended (45 CFR §1321.47). In accordance with federal regulations, more than 50 percent of the appointed members must be at least 60 years of age and include: (1) persons with greatest economic or social need, and (2) participants under the Older American Act. In this role as the State Advisory Council, the body advises the federally designated State Unit on Aging (the Division of Aging and Adult Services within the Department of Economic Security) on the development and implementation of the State Plan on Aging, and in the development and operations of policies and programs for older adults.

III. PURPOSE:

The Governor's Advisory Council on Aging was created to advise the Governor, the Legislature and all state departments on all matters and issues relating to aging, including the State Plan on Aging.

IV. RESPONSIBILITIES:

The Council will:

- A. Review and approve the State Plan on Aging; monitor and evaluate implementation of the State Plan.
- B. Discuss and recommend actions to all state agencies on program and policy which affect the Arizona senior population.
- C. Develop legislative priorities and advocate for such, both in respect to the Council's short-term and long-range plans and goals on aging.
- D. Submit a written report of its recommendations regarding the State Plan on Aging as well as the Council's accomplishments and future goals to the Governor, the President of the Senate and the Speaker of the House of Representatives.

- E. Promote public understanding and acceptance of programs and services relating to the well being of the state's senior population.
- F. Be the official advocate for the seniors in the state and actively promote policies to further the well being of state's seniors.

V. STRUCTURE:

The Council consists of 15 members appointed by the Governor. Members are selected with due regard to geographic representation.

VI. APPOINTMENTS:

Members are appointed to three-year terms by the Governor. Vacancies occurring other than by term are filled in the same manner for the balance of the unexpired term. The Executive Director serves at the will of the Governor.

VII. OFFICERS:

The Governor shall appoint a Chairperson each year from the Council membership who shall appoint a Vice Chairperson and a Secretary from the Council membership. The Executive Director will make recommendations on the appointment of officers.

The duties of the officers are as follows:

- A. Chairperson  
In consultation with the Executive Director, calls Council meetings and presides at regular and special meetings of the Council and Executive Committee. Chair provides overall direction on activities of the Council; appoints Vice-Chair, Secretary, Committee Chairs and Ad Hoc committees in consultation with the Executive Director. Assures compliance with federal and state regulations and with the Public Meeting Law.
- B. Vice-Chairperson  
Serves as Acting Chairperson in the absence of the Chairperson. Performs special services or heads committees as needed.
- C. Secretary  
Reviews and approves Council meeting minutes before they are submitted for Council approval. In the absence of the Chair and Vice Chair, the Secretary will assume the Chair's role.

VIII. COMMITTEES:

- A. Standing Committees

There shall be **four (4) Standing Committee, (1) the Executive Committee, (2) the Legislative and Policy Coordinating Committee (LPCC), (3) the Aging in Community Committee (AICC) and (4) the Marketing Committee.** Standing Committees may be changed, deleted or added by amendment to the Council By-Laws. All committees will be chaired by a Council member; sub-committee Chair positions may be held by non-Council members upon approval of the Council Chairperson.

#### The Executive Committee

The Executive Committee consists of the Chair, Vice-Chair, Secretary and immediate Past Chair or previous Chair (if still a bona fide member) of the Council, Chair of the Legislative and Policy Coordinating Committee, Chair of the Aging in Community Committee, **and Chair of the Marketing Committee.** The Executive Committee acts as a sounding board and may review reports and recommendations from staff and other committees for presentation to the Council, provides advice on Council personnel matters, provides vision and direction for the Council's work, and assists in other aspects of Council management as needed.

#### The Legislative and Policy Coordinating Committee

The Legislative and Policy Coordinating Committee (LPCC) generally serves as a conduit for information, education and advocacy for Arizona seniors and collaborates with other organizations to recommend and achieve legislative and policy solutions. The LPCC develops recommendations for an advocacy agenda that serves as the foundation for the Council's work with government and community entities on policy issues relating to the needs of Arizona's seniors. The LPCC serves as the lead working committee for Senior Action Days with the Legislature.

#### The Aging in Community Committee

The Aging in Community Committee (AICC) looks at the challenges facing older adults who wish to remain in their community of choice. This committee continues the work of the Advisory Council to promote dignity and independence for all seniors through advocacy, collaboration, education and resource development and has an Alzheimer's Subcommittee. AICC is aimed at a wider range of service providers, planners, agencies, and private citizens and will continue to consider social, health and workforce concerns as part of aging in community.

#### The Marketing Committee

The Marketing Committee (MC) develops and maintains a marketing plan for the Council to promote and highlight Council plans and goals, accomplishments and activities. MC uses a variety of public relations methods to disseminate information. Maintains a Speaker Bureau to make requested or planned presentations on a variety of senior issues.

### B. Special or Ad Hoc Committees

Special or Ad Hoc Committees or Task Forces may be established by Council action. These organizations are usually for a special purpose, for a relatively short duration and are discharged at the conclusion of their charge or end date. The motion to create an Ad Hoc, Special Committee or Task Force must contain the charge, minimal number of members and length of service. All Ad Hoc, Special Committees and Task Forces are discharged at the end of the calendar year. If they are to continue into the next calendar year, they must be reestablished by a new motion. All Ad Hoc, Special Committees and Task Force members and Chairpersons are appointed by the Council Chairperson in consultation with the Executive Director.

#### IX. MEETINGS:

The Council will convene in formal meetings at least quarterly during the fiscal year (July 1 – June 30). The Chairperson, in consultation with the Executive Director and under the guidelines of the Arizona Open Meeting law, calls meetings under the following guidelines:

- A. The Council will convene in formal meetings at least four times during the fiscal year. All meetings are called by the Chairperson and the Executive Director.
- B. Written notice of scheduled meetings is issued not less than 24 hours prior to the meeting date specifying place, day and hour.
- C. Special meetings may be called by the Council Chairperson or 10 members of the Council in accordance with the provisions of the Open Meeting Law.
- D. A quorum of the Council requires nine members to be present at the meeting. Meetings may not be called when it's known that a quorum will not be present.
- E. All decisions and/or recommendations are made by a majority vote of the Council.
- F. Only duly appointed members may vote, and each Council member may have only one vote.
- G. Absentee voting is not allowed, and participation by phone requires prior approval by the Council chair.
- H. If a member is absent, without excuse, for two consecutive meetings or three meetings during the fiscal year, it will be recommended to the Governor that his/her appointment be forfeited. The Council Chair is the only person authorized to excuse a member from a Council meeting; reporting to the

Council office that the member will be absent is not considered an “excused meeting”.

- I. Council agendas are developed by the Executive Director and approved by the Council Chairperson after input is received from the Council members. Others may propose agenda items by contacting the Executive Director at least two weeks before the meeting.
- J. Council meetings are recorded, and written minutes are distributed for membership approval. All copies of minutes are available for public review in the Council’s office. Minutes are posted on the Council’s website. ([www.azgovernor.gov/gaca](http://www.azgovernor.gov/gaca)).
- K. Individual members may not lobby or make recommendations to the Governor, legislature, state agencies, or the public on behalf of the Council, unless prior approved by vote of the Council.
- L. Meetings are not held in August and during months where other major Council activities (such as Senior Action Days) take priority.
- M. An Annual Council Planning Meeting is held in November or December of each year.
- N. All meetings and committee meetings are held in accordance with the Open Meeting Law.

X. RECOMMENDATIONS:

Recommendations must be formulated during formal meetings of the Council or its committees. (Individual members may not, as a Council member, make recommendations or requests to policymakers or state agencies if such requests or recommendations were not presented and approved by the Council.)

XI. EX-OFFICIO MEMBERS:

Arizona State agencies or other governmental entities that have wide based programs or authorities that affect seniors may be invited to recommend a representative from their organization to participate in Council activities. The Executive Committee shall have the responsibility of reviewing the proposed representative’s credentials and recommending appropriate action to the Council. The Council may appoint such person as an ex officio member of the Council, without vote, with the right to participate in Council deliberations and activities. All ex officio members serve at the pleasure of the Council. The Assistant Director of the Division on Aging & Adult Services will be an Ex-Officio member of the Council, without vote.

XII. COMPENSATION:

Council members will serve without compensation, except for travel and subsistence expenses as provided by law for other state officers and employees (A.R.S. § 41-1981-H).

XIII. EXECUTIVE DIRECTOR:

The Executive Director is appointed by the Governor and provides administrative support including record keeping and the taking of Council minutes, advice and counsel, represents the Council as requested or required to a variety of governmental agencies, outside aging groups and other interested community organizations and implements programs or other administrative processes for the Council.

XIV. AMENDMENTS:

These By-Laws may be amended by a two-thirds vote of the membership, following a 30-day notice in writing to the Council members.

XV. SEVERABILITY:

If a provision of these By Laws is or becomes illegal, invalid or unenforceable in any jurisdiction that shall not affect:

1. the validity or enforceability in that jurisdiction of any provision of these By Laws; or
2. the validity or enforceability in other jurisdiction of that or any other provision of these By Laws.

XVI. PROCEDURES:

Where the By-Laws do not dictate, Robert's Rules of Order will be followed.